

2021

Health & Safety – Covid-19 Secure



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Health & Safety Covid-19 Secure

Date: 6 January 2021

Purpose of Policy: Update staff on process in place for Covid-19.

Approved by: Nick Crowther (Board)

Responsibility for Updates: Lorraine Jameson / James Woolley

Policy applies to: WEBS Staff, Learners, Visitors

Version no: 2

Proposed Date of Review: April 2021

Version History			
Version	Date	Detail	Author
1	08.06.2020	Creation and implementation	Lorraine Jameson
2	06/01/2021	Update	LJ / JW

Links and Dependencies

This policy is part of a suite of support policies aimed at supporting staff and should be read in conjunction with the following policies and procedures

- Return to work plan May 2020
- Covid- 19 Risk Assessment January 2021
- FQA Covid-19
- Attendance Management & Ill Health
- Absence classification
- Business Ethics Policy Statement
- Disciplinary Policy
- Equality & Diversity Employment Policy
- Health & Safety Policy
- Environmental and Sustainability Policy
- Leave & Absence Policy
- Lone Working Advice
- Staff Performance Review
- Whistleblowing Policy



HEALTH & SAFETY POLICY - COVID-19 - SECURE

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SECTION 1 - STATEMENT OF INTENT





HEALTH & SAFETY POLICY STATEMENT COVID-19

This statement and the associated policy is not intended to substitute or replace the current overarching Webs Training Limited Health and Safety policy statement, but to be an extension of that policy.

The statement of the Covid-19 Secure policy is to ensure the health, safety and welfare of all our employees and others who may be affected by our work activities, such as learners, course delegates, visitors, stakeholders and members of the general public.

This statement and subsequent policy applies to Webs Training Limited premises.

In particular we will, so far as is reasonably practicable:

-  Identify potential risks where transmission of the virus is possible
-  Carry out and record a risk assessment and evaluate the results
-  Provide adequate controls that reduce the risk of transmission
-  Review and revise the H&S Covid-19 secure policy as required

SECTION 2 - CONTENTS

POLICY CONTENTS

- 1.0 General Guidance
- 2.0 Social Distancing
- 3.0 Workplaces and Workstations
- 4.0 Cleaning, sanitisation, handwashing and hygiene procedures
- 5.0 Use of PPE
- 6.0 Visitors to Webs Training Limited
- 7.0 Accidents and fire evacuation



SECTION 3

POLICY FOR THE MANAGEMENT OF COVID – 19 SECURE AT WEBS TRAINING LIMITED

Scope of this Policy

This policy adheres to, where practicable, the guidance laid out in the Government Covid-19 Secure guidance for working safely: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

The policy is broken down into the following sections:

1.0 General Guidance

- 1.1 Clinically extremely vulnerable
- 1.2 Clinically vulnerable

2.0 Social Distancing

- 2.1 The 2-metre rule
- 2.2 Management of instruction of Learners
 - 2.2.1 Learner Groups
 - 2.2.2 Theoretical delivery in the centre
 - 2.2.3 Instruction in the workshops
- 2.3 Training Rooms
- 2.4 Meetings
- 2.5 Movement of people
 - 2.5.1 Car Parking
 - 2.5.2 Arriving at the premises
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- 2.6 Welfare Facilities
 - 2.6.1 Breakrooms and Kitchens
 - 2.6.2 Smoking shelters
 - 2.6.3 Toilets

3.0 Workplaces and workstations

- 3.1 Workstations in practical centre areas
- 3.2 Desks in offices
- 3.3 Machinery and equipment for Learners in the workshops centre

4.0 Cleaning, sanitisation, handwashing and hygiene procedures

- 4.1 Cleaning
- 4.2 Sanitisation
- 4.3 Handwashing and hygiene procedures

5.0 Use of PPE

- 5.1 Face coverings during workshop demonstrations
- 5.2 Optional use of face coverings



6.0 Visitors to Webs Training Limited

6.1 Admittance onto Webs Training Limited premises

7.0 Accidents and Fire Evacuation

1.0 General Guidance

1.1 Failure to comply with this policy will result in disciplinary action.

1.2 People with symptoms of Covid-19

1.3 Clinically extremely vulnerable

1.4 Clinically vulnerable

If any person has or develops symptoms of Covid-19, or members of their household have symptoms, no matter how mild, they must self-isolate at home following the Government Directives and Guidelines set out in:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Employees who are classified as clinically extremely vulnerable are at a higher risk of contracting Covid-19 and where possible should work from home

Learners who are classified as clinically extremely vulnerable are at a higher risk of contracting Covid-19 and should follow government guidance and must only return to Webs Training Limited premises when it is safe to do so.

Employees who are classified as clinically vulnerable are at a higher risk of contracting Covid-19 and should work from home where possible.

Learners who are classified as clinically vulnerable are at a higher risk of contracting Covid-19 should follow government guidance and must only return to Webs Training Limited premises when it is safe to do so.

2.0 Social Distancing

2.1 The 2-metre rule

2.2 Management and Instruction of Learners 2.2.1 Learner Groups

Social distancing measures have been implemented and will be managed throughout the Webs Training Limited premises.

People failing to comply with the social distancing measures put in place at Webs Training will be asked to leave the premises.

All persons on Webs Training premises should, where possible, maintain a 2-metre distance from other people.

All persons on Webs Training Limited premises are to be constantly aware of the 2-metre rule and be willing to remind others.



There is signage throughout Webs Training Limited highlighting social distancing and reminding everyone of the importance of the 2-metre rule.

2.2.2 Theoretical delivery in the centre

2.2.3 Instruction in the workshop

To limit the number of people each learner encounters they will attend Webs Training in smaller than usual group sizes.

To limit the number of people each Training Officer encounters they will remain with a single group of learners per day.

Groups of learners will be kept separate from each other and will have staggered start, finish and break times.

Learners will attend Webs Training Limited on a rota pattern dependant on the modules of study they are required to complete.

Learners will be discouraged from congregating in groups.

Training Officers will reinforce that learners are to follow the 2-metre social distancing within technical centre training areas wherever possible.

Tables and seating have been arranged according to the 2-metre rule to ensure social distancing.

Training Officers will reinforce that learners are to follow the 2-metre social distancing within all workshop areas wherever possible.

Training Officers will provide instruction and demonstration for learners adhering to the 2-metre social distancing rule.

Where it is not possible for a Training Officer to conduct a demonstration to maintain the 2- metre social distancing the following will be applicable:

- ✚ The Training Officer will make every attempt to reduce the number of learners they are demonstrating to at any one time
- ✚ The demonstration will be kept to the shortest possible time (less than 15 minutes)
- ✚ Training Officers and learners are required to wear additional PPE during the demonstration (face coverings)
- ✚ PPE for learners and staff is available upon request



2.3 Training Rooms

2.4 Meetings

All rooms have a maximum occupancy signage and this level must never be exceeded.

Employees are encouraged to use remote working tools, such as Zoom, Microsoft teams or telephone calls, to avoid in-person meetings.

If meetings are absolutely necessary participants should maintain 2-metre separation throughout and these will need prior authorisation from Lorraine Jameson or James Woolley.

If attending onsite essential visits in employer premises, the “Essential Work” form must be completed prior to the visit taking place. All staff must follow the policies and procedures in place and adhere to social distancing measures.

2.5 Movement of People

2.5.1 Carparking

2.5.2 Arriving at the premises

2.5.3 Moving around the premises

2.6 Welfare Facilities

2.6.1 Breakrooms and kitchens

Meetings should be held via Zoom or if not possible outdoors, where possible or in well-ventilated meeting rooms.

To speak to an employee in their own office you should stand in the doorway and ensure the 2-metre separation. This is only when other modes of communication can not happen. Each employee is encouraged to use telephone or emails.

To provide social distancing within Webs Training carpark employees should park in allocated carparking spaces.

It is recommended that learners and employees walk, cycle or drive to Webs Training premises on their own and they do not share cars. Where car sharing takes place, this must be a maximum of 2 persons, 1 driver and 1 rear passenger seat passenger, face coverings must be worn.

There are specified entrance and exit points for learners and employees. There is clear signage to identify these.

Staggered start times should ensure that large numbers of people do not arrive at the premises at the same time. But if there are a number of people arriving at the same time then social distancing measures should be applied and people should enter the building allowing a 2-metre distance between each other.



Staff will take manual registers.

To ensure social distancing in corridors, and around the workshop areas, there are one-way routes that should always be adhered to.

Learners and employees should always follow the labelled routes around Webs Training Limited premises.

Maps of the routes are available and signage is displayed that details the routes clearly.

To ensure social distancing is maintained the learner and staff canteens have maximum occupancy and have been set up for 2-meter social distancing. Chairs and tables have been removed.

2.6.2 Smoking Shelters

2.6.3 Toilets

Learners and employees are encouraged to stay on Webs Training Limited premises during their working hours. This is to reduce the risk of cross contamination when people go off site.

Learners and Employees are encouraged to bring food and drink. (Vending Machines and electrical equipment in kitchens will not be in operation)

Learners will be encouraged to take their breaks either outside in the carpark or in the canteen (maintaining 2-metre social distancing) allocated for break periods.

To ensure social distancing is maintained the smoking shelter has been signed to adhere to the 2 meter social distancing rule. Maximum occupancy is 2.

Persons wishing to smoke should do so in the vicinity of the smoking shelter area and ensure they maintain the 2-metre rule.

Toilets and washing facilities will be restricted to low numbers of persons (1-2 dependant on facility) at any one time. Full signage details the number of permitted occupants.

Handwashing in the toilets should be done side to side and never facing another person.

3.0 Workplaces and workstations

3.1 Workstations in workshop areas

3.2 Desks in offices

Workstations in the workshops should be assigned to one individual Trainer where possible.



They should be laid out so that they allow social distancing can be maintained.

Learners needing support from their Training Officer should always stand to the side of the learners workstation (not opposite the trainer) and adhere to the 2-metre social distancing where possible.

Desks and work areas have be assigned to an individual employee and not shared.

Desks should be kept 2 metres apart, where possible, and should not be laid out facing each other.

If it is not possible to keep desks 2 metres apart then extra attention needs to be paid to equipment cleaning and sanitisation.

3.3 Machinery and equipment for Learners in the workshop

Learners should be allocated a machine or piece of equipment for individual use where possible.

Learners should be encouraged to only move away from their machine or equipment when it is necessary.

Learners should be allocated machinery and equipment that gives them the maximum spacing between them (for example the use of every other bench).

If it is not possible for the use of machinery and equipment to be kept more than 2 metres apart, or kept for individual use, then extra attention needs to be paid to cleaning and sanitisation. (Face coverings must be worn)

All tools and equipment but be fully cleaned and sanitised before and after each operation.

4.0 Cleaning, sanitisation, handwashing and hygiene procedures

4.1 Cleaning

4.2 Sanitisation

4.3 Handwashing and hygiene procedures

Before the facilities become operational, all sites are to be deep cleaned before learners and employees return to the premises.

The cleaner will follow a strict and regular cleaning schedule.

Sanitisation stations will be provided across all areas of the premises. This will include sanitisation wipes and hand sanitiser.



Everybody should sanitise their hands when entering, or moving to, any area of the premises.

Learners and employees should be encouraged to use the hand sanitiser regularly.

All equipment should be sanitised before and after use by using the wipes provided.

This includes workshop equipment (such as hand tools or machinery) and office equipment (such as printers or other shared stationery).

Signage is displayed to remind people to regularly use the sanitisation stations.

Everybody should wash their hands regularly for a minimum of 20 seconds, using soap and water.

Handwashing should be frequent and especially:

- ✚ On arrival at the premises
- ✚ After a person blows their nose, coughs or sneezes
- ✚ Before a person eats or handles food

Posters and Signage are displayed around the premises to both remind and to provide guidance on handwashing procedures.

5.0 Use of PPE

5.1 Face Coverings during technical centre demonstrations

5.2 Optional use of face coverings

PPE should continue to be used for work activities that already require its use to protect against non-COVID-19 risks

During workshop demonstrations, because it is likely that social distancing measures will not be possible, the use of face coverings is advised for Training Officers and learners. The Training Officer and the learners should wear a face mask, covering their mouth and nose.

Webs Training Limited will supply the face covering where required.

For learners and employees wearing a face covering for all other activities at Webs Training, other than workshop demonstrations, is optional and must be self provided. Webs Training Limited will support employees and learners wearing a face covering if they choose to wear one. If a person chooses to wear a face covering it is important that they use it properly.



6.0 Visitors to Webs Training Limited

The term 'visitors' includes:

- ✚ Contractors
- ✚ Other visitors
- ✚ Stakeholders

6.1 Admittance onto Webs Training Limited premises

Visitors need to be pre-authorised by Lorraine Jameson or James Woolley.

Visitors should always report to the main reception on arrival.

All visitors must complete the COVID-19 questionnaire and be approved admittance onto the premises, including having their temperature taken.

All visitors must comply with the social distancing measures.

7.0 Accidents and Fire Evacuation

In an emergency, for example, an accident, fire, or break in, people do not have to stay 2 metres apart to deal with the situation.

Any person involved in the provision of assistance to others should ensure they pay attention to hand washing and sanitisation immediately after.

SECTION 4 - RISK ASSESSMENT

Appendix 1

Monitoring and Review

This policy will be monitored by the Head of Business and Quality Assurance who reports to the Board of Directors.

This is not a statutory policy and will be reviewed at an appropriate time not later than three years.

